Internet Searching: Using Internet Explorer
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Version

1

INTERNET SEARCHING

Using Internet Explorer

Ministry of Education Headquarters
Lusaka, Zambia

Introduction

This in-house course has been developed to increase your knowledge of popular applications software and to provide you with the skills to accomplish your day-to-day work activities more efficiently. The design of the course is based on the assumption that you have completed the course prerequisites.

This manual has been compiled to support and to enhance the instructor's lecture during class as well as to serve as your personal reference when you return to your office.

Manual Conventions

Throughout this manual reference is made to various components of the software. Command buttons, menus, and menu options appear in boldface type, for example, **OK** and **File**. Keystrokes appear in boldface italic type, for example, ***Ctrl + V*** and ***Enter***. When possible, the words *select* and *choose* have been used in this manual to allow you the option of using either the mouse or keyboard.

For your assistance, ample space along the left margin has been provided to allow room for notes relevant to the topic discussed. We also include notes of importance (), mouse-based shortcuts (), keyboard shortcuts (), cautionary notes (), and work notes ().

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Course Objectives

After this course, you will have learned the skills necessary to:

- ✓ *Ask key search questions.*
- ✓ *Differentiate between, and know how to use, Search Engines, Meta-Search Engines, and Subject Indexes.*
- ✓ *Use multiple search strategies in Search Engines.*
- ✓ *Find Web sites more efficiently.*

Chapter

1

Searching the World Wide Web

In this chapter, you will find information on:

- ✓ *Distinguish between searching and browsing.*
- ✓ *Ask key search questions.*
- ✓ *Understand the difference between search tools and search techniques.*

Advantages of Searching Using the Internet and World Wide Web

The Internet and the World Wide Web are rapidly growing as a source of information about most topics.

Over the last few years, many organizations have been using the Internet not only as a resource to display information, but as a means to rapidly disseminate up-to-date information to millions of users. The Washington Post and most leading news organizations have Web sites.

Other examples of organizations who use the Internet and World Wide Web as a means to disseminate information include: the U.S. Federal Government, various libraries, a variety of economic publications such as The Economist, newspapers including the Washington Post and The Wall Street Journal, and organizations such as the International Monetary Fund.

The World Wide Web is becoming increasingly useful for locating additional background information on countries, and in finding tips relating to various economic and financial forecasting techniques. Using the Internet as a means for storing and accessing information is expected to continue and escalate into the next century.

Searching versus Browsing

Two ways of navigating through the Internet and World Wide Web are browsing and searching. Browsing, which is the cyber equivalent of window shopping in a mall, is typically done by jumping from one web page to another using text or graphical links.

On the other hand, searching typically involves using web sites specifically designed to assist you in locating desired information. These specialized sites fall into the following categories: Search Engines, Indexes, and On-line Libraries.

This course is designed to help you perform research with tools and techniques necessary to efficiently locate desired information.

Searching Strategies

Before embarking upon any research, it is usually a good idea to have a plan. Planning effectively means first asking the right kinds of questions.

Key Search Questions

- ✓ *Exactly what information are you trying to locate? Write down one or two sentences explaining what you are trying to find.*
- ✓ *What are the key words or phrases from the sentences above? Circle two or three key words from both sentences.*
- ✓ *What sources [organization(s), person(s), etc.] are most likely to have the information you seek?*

You can find information on the Internet not only by subject matter, but also by who would have the data. If you can determine what sources are likely to have what you need, your search can be considerably faster.

- ✓ *If you cannot think of an organization, group, or person that would have the data you want, who might know of an organization that would?*

- ✓ *Is the source of information likely to be reliable, consistent, and timely?*

Searching Tools

For a serious researcher, a variety of *tools*, *strategies,* and *techniques* exist to locate information on the World Wide Web.

Tools include using Subject Indexes, Subject Meta-Indexes, Search Engines, Meta-Search Engines, and On-Line Libraries. Subject Indexes, often referred to as Subject Directories, are lists of World Wide Web sites organized alphabetically, and by subject category. Subject Meta-Indexes include more than one layer in the index. Search Engines are on-line collections or listings of web site addresses together with information about sites. Meta-Search Engines do not have their own databases. Instead, Meta-Search Engines visit various search engines, copy relevant site listings, and return those sites for the searcher. On-line Libraries: some organize card catalogs so that you can search from the Internet, other libraries are dedicated to providing quality links to other web sites.

Web search strategies involve the use of Search Engines for general searches, specific searches, incremental searches, similar word searches, and search-and-find searches. General searches involve only using various key words for searching. Specific searches involve using search operators for narrowing or expanding searches. Phrase searches involve searching for phrases such as titles of books. Incremental searches are used to further narrow search results. Similar word searches are dependent upon the particular search engine, and will return results with not only the exact key word used, but also similarly spelled words. Search-and-find searches involve using the combination of one of the previous search methods plus using the Find feature found in all Microsoft Office Suite applications.

Researchers are not dependent upon the tools and strategies mentioned above. Various *techniques* for finding information include: guessing URLs and using Whois Databases. The option exists to guess various organizations' homepages. Whois Databases are additional means of finding organizations' URLs for homepages.

Chapter

2

Using Meta-Indexes

In this lesson, you will learn the skills necessary to:

- ✓ *Identify and use a Meta-Index.*
- ✓ *Understand when to use a Meta-Index.*

Meta-Indexes

What is a Meta-Index?

A Meta Index, or Subject Directory, is a list of World Wide Web sites organized by category, usually arranged alphabetically, and is extremely popular with both researchers and the casual user. It is a multi-level index where selecting a link on one list will take you to further lists until you eventually reach a web site with subject matter content. It is also easy to confuse Meta-Indexes with Search Engines because they look like Search Engines and contain Search Engine capabilities.

Examples of Meta-Indexes

Examples of Meta-Indexes are Yahoo, Google, The Mother-of-all BBS, and Magellan. These Meta-Indexes start with a general list of subject categories which are divided into subcategories. Each subcategory either displays another list of categories or web pages containing information directly related to the selected topic.

Knowing When to Use Meta-Indexes

Meta-Indexes allow you to benefit from someone else's experience. Lists of Web sites are grouped together.

Use a Meta-Index when:

- ✓ *You need a quick reference. Some subjects lend themselves to indexes: examples include business, economics, and newspapers.*
- ✓ *You don't know where to begin. Indexes will quickly introduce you to the terminology used and give you a basis for the kind of key search words to use in Search Engines.*
- ✓ *You want many sites which are directly related to the topic you're researching.*
- ✓ *You are looking for current events. Web publishing is so fast that a page can be updated within minutes of an event.*

Do Not Use a Meta-Index when:

- ✓ *You have URLs for places you already know about. Once you have accessed a site, it is much better to add that site to your list of Favorites.*
- ✓ *You want to find information on subjects which are not easily indexed.*
- ✓ *You want the biggest possible collection of Web sites to search from.*

Using the Yahoo Meta-Index

Yahoo is perhaps the most popular Meta-Index and is a valuable source of information. Yahoo typically contains more relevant international sites than most Meta-Indexes, especially newspapers and magazines.

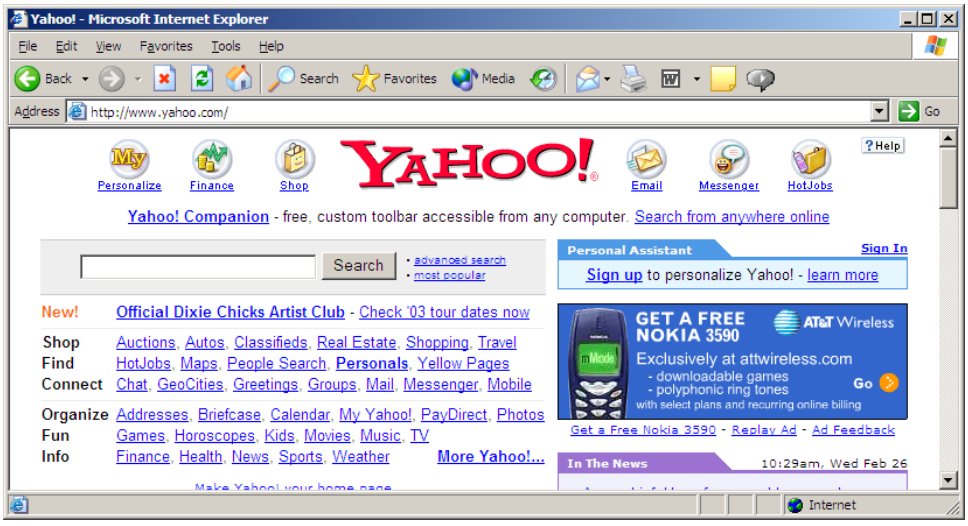
How to Search for Web Sites Using Yahoo

Step 1. From the Windows desktop, double-click the **Internet Explorer** icon.

Step 2. In the **Address** text box, type **www.yahoo.com**.

Step 3. Press **Enter**.

A similar screen will appear:



Step 4. From the alphabetized list of **Subject Categories** in Yahoo, choose the desired topic.

Business & Economy
B2B, Finance, Shopping, Jobs...

Regional
Countries, Regions, US States...

Computers & Internet
Internet, WWW, Software, Games...

Society & Culture
People, Environment, Religion...

News & Media
Newspapers, TV, Radio...

Education
College and University, K-12...

Entertainment
Movies, Humor, Music...

Arts & Humanities
Photography, History, Literature...

Recreation & Sports
Sports, Travel, Autos, Outdoors...

Science
Animals, Astronomy, Engineering...

Health
Diseases, Drugs, Fitness, Medicine...

Social Science
Languages, Archaeology, Psychology...

Government
Elections, Military, Law, Taxes...

Reference
Phone Numbers, Dictionaries, Quotations...

Each category has several independent and separate links closely grouped together.

Step 5. Repeat Step 4 until you reach a web site with the desired subject matter.

Exercise One

The problems in this exercise use the skills discussed in Lesson 1: Searching the World Wide Web, and Lesson 2: Using Meta-Indexes.

Problem I - International Newspapers

Part 1. Using the Yahoo Meta-Index, find a site which categorizes newspapers by country.

Part 2. Find Zambian Daily newspaper.

Solution - Problem I - International Newspapers

Subject Indexes likeYahoo contain multiple paths for arriving at the same list of International Newspapers. The exact path or URL may change over time due to the dynamic, changing nature of the Internet.

1. In the Address text box, type http://www.yahoo.com

2. Under the News and Media Category, select Newspapers, then select Regional, then select Countries.

3. From the country list, select Zambia.

4. From the Zambia list, select a Zambian Daily Newspaper.

Chapter

3

Using Search Engines and Meta-Search Engines

In this lesson, you will learn the skills necessary to:

- ✓ *Use Search Engines to locate information.*
- ✓ *Use Boolean search operators in queries to identify desired specific information.*
- ✓ *Use various search strategies.*
- ✓ *Use the Advanced Features of Infoseek.*
- ✓ *Use Meta-Search Engines.*
- ✓ *Compare various search tools.*

Using Search Engines

What is a Search Engine?

A Search Engine is a listing of web site addresses and a summary of their content in an On-line database. Programs with artificial intelligence called spiders or robots search the Internet for new and updated sites and add them to the list. Depending on the speed of the spiders and robots, a web site that is added to the Internet will eventually be added to all major search engines. Sites can be located and added to the various search engines' databases within a couple of weeks at best, or at worst, in a couple of months.

Why use Search Engines?

Search Engines are faster at adding new web sites to their collection and typically contain a much larger database of sites than Indexes. Search Engines are usually a better tool for locating "odd-ball" sites which would be hard to categorize in a Subject Index.

How do Search Engines Differ and Which is the Best One?

Two Search Engines can yield a different order of results, even if both have an identical listing of sites in the database. This is because different search engines use different methods of ranking web sites. In ranking sites, search engines display one site ahead of another in the list of returned search results. Ranking points are given to titles, size or color of words, frequency and placement of words on web pages, and other criteria depending upon the search engine. No two engines use the same ranking criteria.

Another factor influencing the Search Engine results is that some robot and spider computer programs are faster at gathering copies of new sites than others. Some Search Engines can add a new site to their listings within two weeks, others can take up to two months.

Because Search Engines have limitations, it is advisable to use several search engines when doing research. Which engine is best depends upon your research goals and personal preferences.

Since the Internet changes constantly, no one search engine contains a complete listing of all web sites at any one moment.

Using Search Operators

With the massive volume of data contained on the Internet, it is often a challenge to find what you need. Operators, or Boolean search operators, can either expand your search results, or act as a filtering mechanism to weed out unwanted sites. Recent technological improvements have enabled more sophisticated searching and filtering capabilities in most Search Engines.

GENERAL OPERATORS

Operator	Action	Example
quotation marks (“ ”)	Identifies words which must appear together and in a certain order	“yellow brick road”
capital letters	Indicates proper nouns	Bill Clinton
plus sign (+)	Requires a term or phrase	economics +forecasting
minus sign (-)	Excludes a term or phrase	sports -basketball

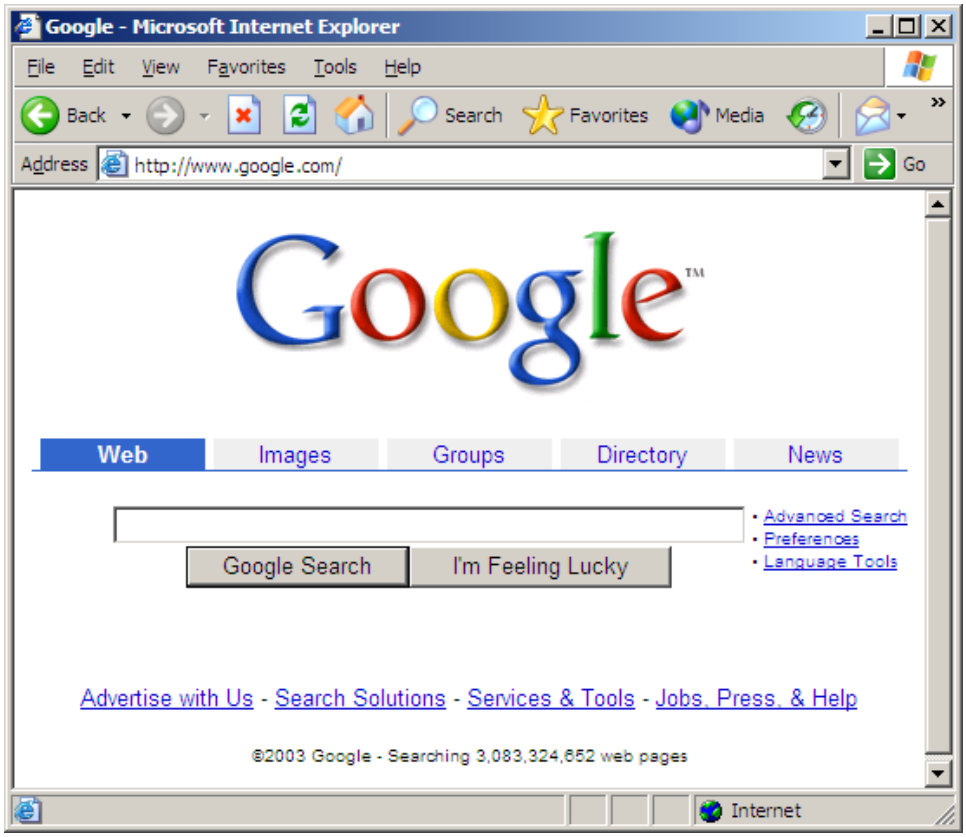
INFOSEEK OPERATORS

Operator	Action	Example
comma (,)	Separates names and titles	Clinton, Gore
pipe (|)	Narrows your search from a broad subject to a specific topic	weather|local
link:	Finds what pages are linked to a site	link:www.imf.org link:www.yourpage.com
site:	Brings up all pages of a particular domain	site:usatoday.com
title:	Finds Web site titles with your search term(s) in them	title:movies
url:	Gives you pages with your search term in the URL	url:Oscars

Differences exist between search engines regarding the use of operators. The general operators listed in the table apply to most search engines, and the Infoseek Operators apply only to the Infoseek. Search engines usually provide on-line help on using their operators.

Using the Google Search Engine

Altavista is one of a number of both popular and large search engines. Other similar engines include Go.com, Lycos, HotBot, Excite, and AOL.



How to Search for Web Sites Using Google

Step 1. In the **Address** text box, type **www.google.com** and press ***Enter***.

Step 2. In the text field, type the desired key word(s).

Step 3. Choose the **Google Search** button.

or

Press **Enter**.

Searching Strategies for Search Engines

When using Search Engines, a number of searching strategies exist to help you zero in on desired information.

- ✓ *General search - Use when you know little about your topic*
- ✓ *Specific search - Use when you know much about your topic*
- ✓ *Phrase search - Use when you want to search for phrases*
- ✓ *Incremental search - Use to gradually refine your search*
- ✓ *Similar word search - Use to match several similar key words at once*
- ✓ *Search-and-find - Used in combination with previous search techniques.*

General Searches

A general search is used to search for information when you have a general idea of what you want but lack details. A general search uses spaces between key words to tell the search engine to locate pages that contain *any* of the key words.

Example:
Central Bank

In the example above, the Search Engine will look for and return in its list of results, web pages containing either the word economics or finance.

To search generally, most search engines either employ the advanced query operator *OR*, or simply let you enter words with spaces in between as Google does.

Search engines are sensitive to capitalization.

Specific Searches

With some expertise about a topic, a specific search is a means to locate desired information with more precision than a general search. A specific search makes use of the "**+**" symbol to tell the search engine to look for web pages that contain *all* the words.

Example
+Central +Bank

In the example above, the search engine will look for and return from its database, *only* web pages containing both the word "Central" and Bank.

With Google, it is necessary to place the + symbol immediately before each search word or phrase. Use single spaces between words and phrases.

Most search engines employ the advanced query operator +, but some use the word *AND*.

Phrase Searches

If you know exactly what phrase you are looking for, such as the title of a book, you can use quotation marks to search. When you use groups of words enclosed in quotations, a search engine will only return from its database, only web pages containing the given words and in the given order.

Example
"Central Bank"

In the example above, the search engine will look for and return from its database, *only* web pages containing both the words Central and Bank, and only if they are next to each other in the given order.

Incremental Searches

If narrowing down a list of sites to only a few proves difficult, you can keep using the "+" symbol and add additional words or phrases to refine your search, instead of starting new searches by continually using different key word or phrase combinations.

Example
"Central Banks" +Asia +"finance ministers"

In the example above, the search engine will look for and return from its database, only web pages containing all the words or phrases "Central Bank" and Asia and "finance ministers".

Similar Word Searches

Search engines vary as to whether they look for Web pages containing only the exact spelling of a word, or whether they also look for similarly spelled words. For example, if your query contains the word tax, some search engines such as Infoseek look for web pages containing the words taxes or taxation and not just the word tax. Some search engines will only look for the word tax.

Example
+finance

By using the query word finance, Google will search for web pages containing similar terms such as finances and financial.

To determine if the search engine you are using will search for partial words, refer to the documentation provided by the Search Engine or conduct a searching test of the particular engine.

Using Meta-Search Engines

Meta-Search Engines are very similar to Search Engines except that they do not have their own database of web sites. During a search, a Meta-Search Engine copies what it thinks are the most relevant sites from the individual search engines and returns the results. Meta-Search Engines include: MetaCrawler, SavvySearch, and The Internet Sleuth.

Meta-Search Engines do not have the same sophistication as Search Engines in terms of narrowing or refining searches. However, in the case of performing a search, Meta-Search Engines do have the advantage of searching a broader range and larger list of databases during any single search.

Filtering Criteria for the MetaCrawler Meta-Search Engine

Just as Search Engines contain operators, Meta-Search Engines use filtering criteria to broaden or narrow Internet searches. Each Meta-Search Engine, like their Search Engine cousins, has its own rules for searching through Web sites. The following options are the search criteria for MetaCrawler.

FILTERING CRITERIA

Option	Action
Any	Searches for any web pages which contain the word or words typed into the text box. For example, if the words *sports* and *psychology* were typed into the text box and you press Enter, the overall list of returned results would include some web pages that contain just the word *sports*, some web pages that contain just the word *psychology*, and some web pages that contain both the words *sports* and *psychology*, not necessarily in the order typed.
All	The resulting list of Web pages should include only those pages containing both the words *sports* and *psychology*.
Phrase	The resulting list of Web pages should include only those pages containing both the words *sports* and *psychology* and in the order given.
The Web	Searches only web pages.
Computer Products	Searches only computer products sites.
Newsgroups	Searches only for posted Newsgroups messages.
Files	Searches only for downloadable files.
Stock Quotes	Searches only for sites containing stock market quotes.

Using the MetaCrawler Meta-Search Engine

MetaCrawler is one of the more popular and easy to use Meta-Search Engines. MetaCrawler searches the Web site listings of Infoseek, Yahoo, Lycos, Excite, and AltaVista and returns what it considers to be the most relevant results from each.

How to Search for Web Sites Using MetaCrawler

Step 1. In the Address text box, type **www.metacrawler.com** and press ***Enter***.

A screen similar to the following will appear:

Step 2. In the **Text Box**, type your key search words.

Step 3. Select one of the three radio button filtering options; **any**, **all**, or **phrase**.

Step 4. Select additional filtering options from the drop down list which includes: **The Web**, **Computer Products**, **Newsgroups**, **Files**, and **Stock Quotes**.

Step 5. Choose **Search**.

Comparing Meta-Indexes, Search Engines and Meta-Search Engines

SUBJECT INDEXES

Advantages	Disadvantages
Collections of sites gathered by experts - good for gathering relevant sites at once	Database or list not updated as frequently as Search Engines
Good starting point for searching - particularly if you are uncertain of some terms used in profession	Smaller available list of web sites in database
Quality information - majority of sites generally more relevant	Sometimes difficult to find topics that do not neatly fit into one subject category
Great quick reference and current events	Items may be categorized in unexpected places
Good for broad searches	Not as good for pinpoint searching

SEARCH ENGINES

Advantages	Disadvantages
Database or list of web sites larger, overall list more current	Most get too many hits and many non-relevant sites
Generally easier to locate odd-ball topics	More difficult and time consuming to find lists or collections of relevant web sites
More searching results	Tougher to use when starting a search in an unknown subject area
Generally, a more precise tool for locating narrow topics	Each search engine works differently so you have to invest additional time.

META-SEARCH ENGINES

Meta-Search Engines are similar to Search Engines. They are good for quick and broad searches when one has very limited time to conduct research. Once you enter key search words, the Meta-Search Engine may take up to several minutes to return the results.

Exercise Two

The problems in this exercise reinforce the skills discussed in Lesson 3: Using Search Engines and Meta-Search Engines.

Problem I - International News

Part 1. Using Google, and any searching technique or feature that you feel is appropriate, find two web sites that contain listings of international newspapers. Find the Zambian newspaper, "The Post".

Part 2. Conduct a separate key word search to find "The Post".

Solution Problem I - International News

Various sites have lists of newspapers of the world. Some are more comprehensive than others. For additional help, seek assistance from the instructor if needed.

To find lists of world/international newspapers:

1. Type in the phrase "world newspapers" or "international newspapers" and enclose it in quotes.

2. From the list of returned sites, make a selection that groups areas of the world and/or country listings.

To find "The Times":

1. Type the key words "The Post", combined with quotations, into the Google search engine.

2. Among the list of various sites that the search engine returns from its database, select a Web site that contains the following URL for "The Post" newspaper:

Chapter

4

Searching Techniques

In this lesson, you will learn the skills necessary to:

- ✓ *Guess URLs to access Web sites.*
- ✓ *Define a Whois database.*
- ✓ *Use the InterNIC Whois database to search for Domain names Identify an On-line Library and how to use it effectively.*

Understanding the Uniform Resource Locator (URL)

All pages on the World Wide Web are identified by a unique address. The address is known as the **Uniform Resource Locator** (URL). URLs do not contain spaces and are case sensitive. The following list identifies the components of a URL.

Components of a URL

Sample URL: **http://www.imf.org/**

Protocol (HTTP)
http:// Identifies the protocol, **hypertext transfer protocol**, used to transport data across a communications network. A colon is used to separate the protocol from the next component. There are other protocols used in the WWW environment, *ftp*: for File Transfer Protocol; *nntp*: for Usenet news groups; and *gopher*: another Internet access tool.

Host-domain (WWW)
www: This first part of the URL's domain is often used by organizations to name the type of server that stores their web pages. Web servers use other extensions as well. WWW does not have to be part of the URL.

Unique domain (imf)
imf: Identifies the computer where the particular page is stored.

High-level domain or extension (org)
org: Identifies the type or location of an organization. Common High Level Domains are:

DOMAIN NAMES

High Level Domain Name	Description
.com	U.S. Commercial
.edu	U.S. Educational
.net	Networks
.mil	U.S. Military

DOMAIN NAMES

High Level Domain Name	Description
.org	U.S. Nonprofit Organization
.gov	U.S. Government

Country Code Domain Names

Identifies the country where the web page is being stored or hosted by a computer server. In the case of a country other than the United States, the country extension would be added to the end of the URL. Examples of country extensions are:

DOMAIN NAMES

Higher Level Domain Name	Description
.au	Australia
.uk	United Kingdom
.zm	Zambian sites

An example of an international URL: **http://www.telegraph.co.uk**

Guessing URLs

Guessing URLs is often a faster means of finding web sites than using Search Engines and Subject Indices, as long as you have determined exactly which organization's homepage you would like to find.

As long as you read and understand the following rules and guidelines, guessing URLs will be a reasonably simple endeavor.

URLs - RULES AND GUIDELINES

- ✓ *All URLs contain http:// and domain names. The domain names contain an extension based upon the type of organization, e.g., .com for commercial, .org for organization.*
- ✓ *URL domain names consist of at least two basic parts; the unique domain, and high level domain or extension. The host domain is optional. Each part of a domain is separated into periods or dots.*
- ✓ *There are no spaces between letters.*
- ✓ *URLs are case sensitive and most are all lowercase.*
- ✓ *Most organizations try to make it easy for you to guess their URL by using their organization's name as their domain name and by also using www as part of the URL. Some will use the entire organization name, some use acronyms, and some use a combination of both methods, e.g., USA Today's URL is:* ***http://www.usatoday.com****.*

The basic format for guessing URLs is: **www.organizationname.extension**

Limits To Guessing URLs

Most organizations choose domain names that are reflective of their organizations name, e.g., USA Today has the URL www.usatoday.com. However, some do not and the reason may include the following:

- ✓ *An organization may have bought space on another server with a different domain.*
- ✓ *The domain name was first bought by another organization.*
- ✓ *The organization simply chooses a domain name that bears little resemblance to their name.*

How to Guess URLs

Step 1. In the **Address** text box, type the URL of the organization and press ***Enter***.

In guessing URLs, remember to use the following format in the Address box of your browser.

www.organizationsname.extension

Step 2. Repeat Step 1 until searching is complete.

Exercise Three

The problems in this exercise reinforce the skills discussed in all lessons in this manual.

Problem I - Specific Needs

Depending upon your work and needs, and using any search tool or technique combination, find three desirable sites.

Note. See also the Appendices for a list of resources which staff and others have found useful.

Solution - Problem I - Specific Needs

The solution depends upon your specific needs. Please ask the instructor for assistance if necessary.

Chapter

5

Working with Favorites

In this lesson, you will learn the skills necessary to:

- ✓ *Identify*

Creating a List of Favorite Web Pages

Your **Favorites** list is used to store shortcuts to selected web pages. The Favorites list is a permanent shortcut while the **Back**, **Forward**, and **Go** options are session-oriented.

Favorites can be activated by either the **Favorites** menu option or the **Favorites** button. Using the button will split your screen, with the favorites list on the left and the current web page on the right. Because of screen space limitations, some of your favorites may not appear in the Favorites list. In this situation, the down arrow will be available at the bottom of the Favorites list and you can scroll through your list. Selecting **Favorites** from the Menu Bar will display a drop-down list of your **Favorite** web pages and other **Favorites** options.

The following is a view of the **Favorites** window using the **Favorites** button:

How to Access the Favorites List

Step 1. Access the **Favorites** menu. This will provide a drop down list of all Favorites.

or

Click on the **Favorites** button.

or

Click on the **Start Button** on the Task Bar and choose **Favorites**.

How to Add a Web Page to the Favorites List

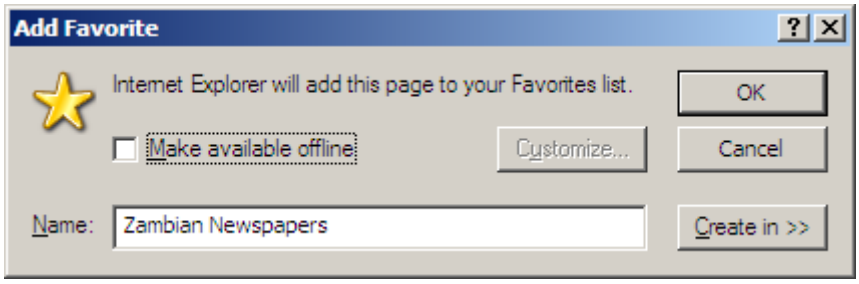
Step 1. Access the desired page.

Step 2. From the **Favorites** menu, select **Add to Favorites**.

or

Right-click on a blank area of the web page, and choose **Add to Favorites** from the shortcut menu.

You will see the following dialog box appear:



Step 3. Choose the appropriate options and name and select **OK**.

> You can also drag the **Internet Explorer icon** from the address bar to the favorites list and drop it where you want it to appear (the black bar indicates the dropping position).

How to Access a Web Page from the Favorites Menu

Step 1. From the **Favorites** menu, choose the desired web page.

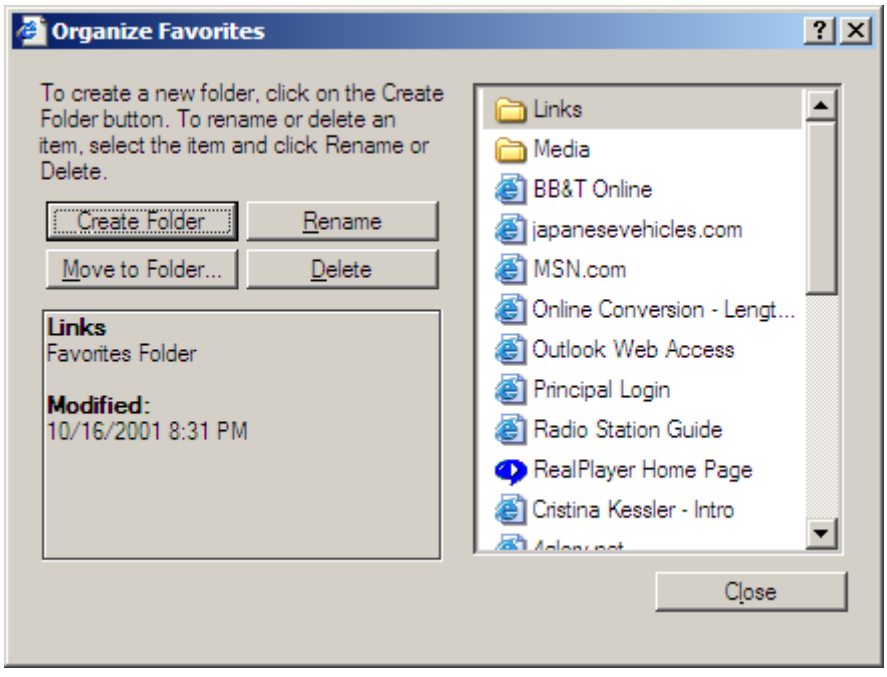
Creating Folders for Favorite Web Pages

Your **Favorites** list can become large and unmanageable. From the **Organize Favorites** window you can create categories, or folders, to store the various web pages. These folders appear as categories in the **Favorites** list. You can then move links to web pages to the appropriate folders. You can also rename, delete, and open the selected links from the **Organize Favorites** window.

How to Access the Organize Favorites Dialog Box

Step 1. From the **Favorites** menu, select **Organize Favorites**.

A window similar to the following will appear:

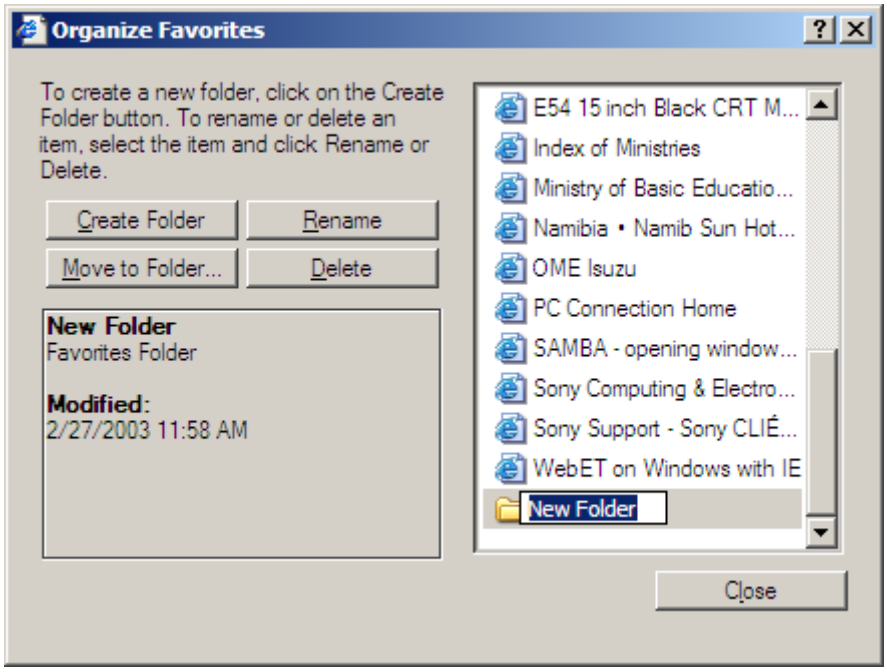


How to Create a Folder

Step 1. From the **Favorites** menu, select **Organize Favorites**.

Step 2. From the **Organize Favorites** dialog box, choose the **Create New Folder** button.

A new folder item will appear in the list similar to the following:



Step 3. Type the name of the new folder.

Step 4. Press ***Enter***.

Step 5. Choose the **Close**.

How to Open a Favorite from the Organize Favorites Window

Step 1. From the **Favorites** menu, select **Organize Favorites**.

Step 2. Point to the desired web page and double-click.

or

In the **Organize Favorites** window, choose the **Open** button.

Selecting Favorite Items

Using various ways to select favorite items can help to organize your favorites list.

How to Select a Favorite

Step 1. From the **Favorites** menu, select **Organize Favorites**.

Step 2. From the **Organize Favorites** dialog box, choose the favorite web page name.

How to Select Sequential Favorites

Step 1. From the **Favorites** menu, select **Organize Favorites**.

Step 2. From the **Organize Favorites** dialog box, choose the first item in the sequence.

Step 3. Press and hold the ***Shift*** key.

Step 4. While holding the ***Shift*** key, choose the last item. All items between the first click and the ***Shift-click*** will be selected.

How to Select Non-Sequential Favorites

Step 1. From the **Favorites** menu, select **Organize Favorites**.

Step 2. From the **Organize Favorites** dialog box, choose the first item.

Step 3. Press and hold the ***Ctrl*** key.

Step 4. While holding the ***Ctrl*** key, choose the remaining items.

Moving Favorites to Folders

Moving selected favorite items to folders helps to maintain organization in your favorites list.

How to Move a Favorite to a Folder with the Mouse

Step 1. Access the **Organize Favorites** dialog box.

Step 2. Select the favorite item(s) to move.

Step 3. Point to one of the selected items, and press and hold the left mouse button.

Step 4. While holding the left mouse button, drag the favorite item(s) to the desired folder.

Step 5. Release the left mouse button.

Step 6. Choose **Close**.

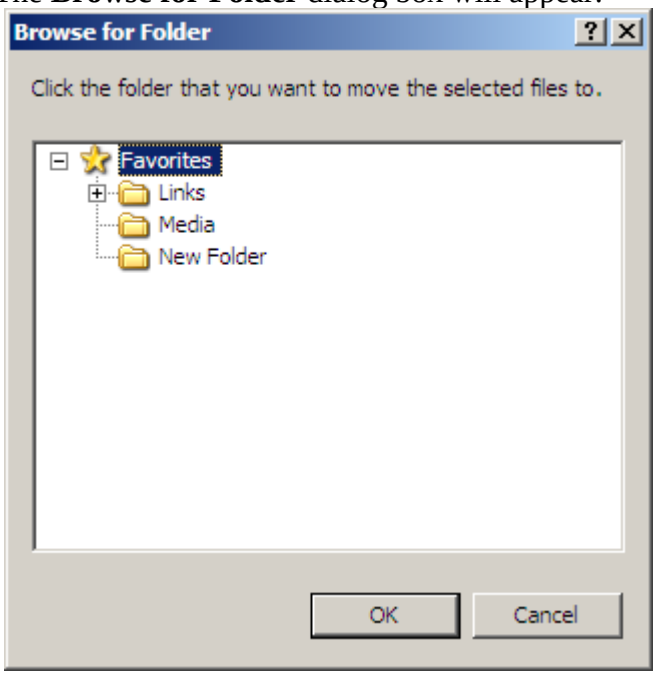
How to Move a Favorite item with the Move Button

Step 1. Access the Organize Favorites dialog box.

Step 2. Select the favorite item(s) to move.

Step 3. Choose the **Move to Folder** button.

The **Browse for Folder** dialog box will appear:



Step 4. Select the destination folder.

Step 5. Choose **OK**.

Step 6. Choose **Close** to close the **Organize Favorites** dialog box.

How to Delete Favorites

Step 1. Access the Organize Favorites window.

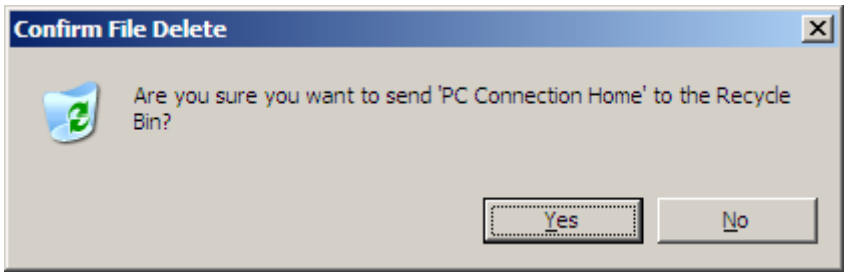
Step 2. Select the favorite item(s) to delete.

Step 3. Press the ***Delete*** key.

or

Choose the **Delete** button.

The following confirmation box will appear:



Step 4. From the Confirm **File Delete** dialog box, choose **Yes** or **No.**

Step 5. Choose **Close** to close the **Organize Favorites** dialog box.

Glossary

TERM	DEFINITION
56K Line	A digital phone-line connection (leased line) capable of carrying 56,000 bits-per-second. At this speed, a megabyte will take about three minutes to transfer. This is four times as fast as a 14,400/bps modem.
AND	Advanced Digital Network. Usually refers to a 56K/bps leased line.
Archie	A software tool for finding files stored on anonymous FTP sites.
ARPANet	Advanced Research Projects Administration Network. The precursor to the Internet. Developed in the late 1960s and early 1970s by the U.S. Department of Defense as an experiment in wide-area networking which would survive a nuclear war.
Anonymous FTP	See FTP.
ASCII	American Standard Code for Information Interchange. This is the de facto world-wide standard for the code numbers used by computers to represent all the upper and lower case Latin letters, numbers, punctuation, etc. There are 128 standard ASCII codes each of which can be represented by an eight digit binary number: 0000000 through 11111111.
Backbone	A high-speed line or series of connections which form a major pathway within a network. The term is relative as a backbone in a small network will likely be much smaller than many non-backbone lines in a large network.

TERM	DEFINITION
Bandwidth	How much "stuff" you can send through a connection. Usually measured in bits-per-second (bps). A full page of English text is about 16,000 bits. A fast modem can move about 15,000 bits in one second. Full-motion full-screen video requires roughly 10,000,000 bits-per-second depending on compression.
BPS	In common usage the "baud rate" of a modem is how many bits it can send or receive per second. Technically "baud" is the number of times per second that the carrier signal shifts value - so a 2400 bit-per-second modem actually runs at 300 baud, but it moves four bits per baud (4 x 300 = 2400 bits per second).
BBS	Bulletin Board System. A computerized meeting and announcement system which allows people to carry on discussions, upload and download files, and make announcements without being connected to the computer at the same time. There are thousands of BBSs around the world. Most are very small, running on a single IBM clone PC with one or two phone lines. Some are very large, and the distinction between a BBS and a system like CompuServe gets crossed at some point, but it is not clearly drawn.
Binhex	BINary HEXadecimal. A method for converting non-text files (non-ASCII) into ASCII.
Bit	Binary DigIT. A single-digit number in base-2, in other words, either a one or a zero. The smallest unit of computerized data. Bandwidth is usually measured in bits-per-second.
BITNET	Because It's Time Network. A network of educational sites separate from the Internet. But e-mail is freely exchanged between BITNET and the Internet. LISTSERV, the most popular form of e-mail discussion groups, originated on BITNET. BITNET machines are IBM VMS machines, and the network is probably the only international network that is shrinking.
Browser	A client software program that is used to look at various kinds of Internet resources.

TERM	DEFINITION
Byte	A set of bits that represents a single character. Usually there are 8 or 10 bits in a Byte, depending on how the measurement is being made.
Client	A software program is used to contact and obtain data from a server software program on another computer, often across a great distance. Each client program is designed to work with one or more specific server programs, and each server requires a specific of client.
Cyberspace	Term originated by author William Gibson in his novel "Neuromancer", the word Cyberspace is currently used to describe the whole range of information resources available through computer networks.
Domain Name	The unique name which identifies an Internet site. Domain names always have two or more parts, separated by dots. A given machine may have more than one domain name but a given domain name points to only one machine. Usually, all of the machines on a given network will have the same thing as the right-hand portion of their domain names. It is also possible for a domain name to exist but not be connected to an actual machine. This is often done so that a group or business can have an Internet e-mail address without having to establish a real Internet site. In these cases, some real Internet machine must handle the mail on behalf of the listed domain name.
E-mail	Electronic Mail. Messages, usually text, sent from one person to another via computer. E-mail can also be sent automatically to a large number of addresses.
Ethernet	A very common method of networking computers in a local area network (LAN). Ethernet will handle about 10,000,000 bits-per-second and can be used with almost any kind of computer.
FAQ	Frequently Asked Questions. FAQs are documents that list and answer the most common questions on a particular subject.

TERM	DEFINITION
FDDI	Fiber Distributed Data Interface. A standard for transmitting data on optical fiber cables at a rate of around 100,000,000 bits-per-second (ten time as fast as Ethernet and about twice as fast as T-3).
FTP	File Transfer Protocol. A very common method of moving files between two Internet sites. FTP is a special way to login to another Internet site for the purposes of retrieving and/or sending files. There are many Internet sites that have established publicly accessible repositories of material that can be obtained using FTP, by logging in under the account name "anonymous." Thus these sites are called "anonymous ftp servers."
Finger	An Internet software tool for locating people on other Internet sites. Finger is also used to give access to non-personal information, but the most common use is to see if a person has an account at a particular Internet site.
Gateway	Hardware or software set-up that translates between two dissimilar protocols, for example Prodigy has a gateway that translates between its internal, proprietary e-mail format and Internet e-mail format. Another definition of gateway is to describe any mechanism for providing access to another system, e.g. AOL might be called a gateway to the Internet.
Gopher	A widely successful method of making menus of material available over the Internet. Gopher is a client and server style program which requires that the user have a Gopher client program. Although Gopher spread rapidly, it is being largely supplanted by hypertext. There are still thousands of Gopher servers on the Internet and we can expect they will remain for a while.
Host	Any computer on a network that is a repository for services available to other computers on the network. It is quite common to have one host machine provide several services, such as WWW and USENET.

TERM	DEFINITION
HTML	HyperText Markup Language. The coding language used create Web documents. HTML looks a lot like old-fashioned typesetting code, where a block of text is surrounded by codes that indicate how the text should appear. In HTML you can specify that a block of text, or a word, is "linked" to another file on the Internet. HTML files are meant to be viewed using a World Wide Web browser, such as Internet Explorer.
HTTP	HyperText Transfer Protocol. The protocol for moving hypertext files across the Internet. Requires a HTTP client program on one end and an HTTP server program on the other end. HTTP is the most important protocol used in the World Wide Web.
Hypertext	Generally, any text that contains "links" to other documents - words or phrases in the document which can be chosen by a reader causing another document to be retrieved and displayed.
IMHO	In My Humble Opinion. A shorthand acronym appended to a comment written in an On-line forum; IMHO indicates that the writer is aware that he is expressing a debatable view, probably on a subject already under discussion. One of many such acronym in common use On-line, especially in discussion forums.
IP Number	Sometimes called a "dotted quad". A unique number consisting of four parts separated by dots, e.g. 165.113.245.2. Every machine on the Internet has a unique IP number - if a machine does not have an IP number, it is not really on the Internet. Most machines also have one or more Domain Names that are easier for people to remember.
IRC	Internet Relay Chat. A huge multi-user live chat facility. There are a number major IRC servers around the world which are linked to each other. Anyone can create a "channel" and anything that anyone types in a given channel is seen by all others in the channel. Private channels can (and are) created for multi-person "conference calls".

TERM	DEFINITION
ISDN	Integrated Services Digital Network. A way to move more data over existing regular phone lines. ISDN can provide speeds of 64,000 bits-per-second over a regular phone line at almost the same cost as a normal phone call.
Internet (upper case I)	The vast collection of inter-connected networks that all use the TCP/IP protocols and that evolved from the ARPANET of the late 1960's and early 1970's. The Internet now (July 1995) connects roughly 60,000 independent networks into a vast global Internet.
Internet (lower case I)	Any time you connect two or more networks together, you have an Internet - as in inter-national or inter-state.
Intranet	An Intranet sits behind several firewalls connected by secure networks. An Intranet comprises all of an organizations computers in a private network. Note that internal webs, a.k.a Intranets, are only logically "internal" to an organization. Physically they can span the globe. The Fund's Intranet can not be accessed from outside without being logged into the network properly.
Kilobyte	A thousand bytes. Actually, 1024 (2^10) bytes.
LAN	Local Area Network. A computer network limited to the immediate area, usually the same building or floor of the building.
Leased-line	Refers to a phone line that is rented for exclusive 24-hour, 7-days-a-week use from your location to another location. The highest speed data connections require a leased line.
Listserv	The most common kind of mail list, Listervs, originated on BITNET but they are now common on the Internet.
Login	Noun or a verb. Noun: The account name used to gain access to a computer system. Verb: The act of entering into a computer system, e.g. "Login to the network."
Megabyte	A million bytes, or thousand kilobytes.
MOO	Mud, Object Oriented. A multi-user role-playing environment, available in a text-based format.

TERM	DEFINITION
MUD	Multi-User Dungeon or Dimension. A multi-user simulation environment. Some are purely for fun and flirting, others are used for serious software development, or education purposes and all that lies in between. A significant feature of most MUDs is that users can create things that stay after they leave and which other users can interact with in their absence, thus allowing a "world" to be built gradually and collectively.
MUSE	One kind of MUD - usually with little or no violence.
Mail list (or Mailing List)	A system that allows people to send e-mail to one address, whereupon their message is copied and sent to all of the other subscribers to the maillist. In this way, people who have many different kinds of e-mail access can participate in discussions together.
Modem	MOdulator, DEModulator. A device which connects to your computer to a phone line, allowing the computer to talk to other computers through the phone system. Modems do for computers what a telephones does for humans.
Mosaic	The first WWW browser that was available for Macintosh, Windows, and UNIX. "Mosaic" really started the popularity of the Web. The source-code to Mosaic has been licensed by several companies, and there are several other pieces of software as good or better than Mosaic.
NIC	Network Information Center. Generally, any office that handles information for a network. The most famous of these on the Internet is the InterNIC, which is where new domain names are registered.
Network	Any time you connect two or more computers together so they can share resources, you have a computer network. Connect two or more networks together and you have an Internet.
Newsgroups	The name for discussion groups on Usenet.
Node	Any single computer connected to a network.

TERM	DEFINITION
Packet Switching	The method used to move data on the Internet. In packet switching, all the data coming out of a machine are broken into packets, each part has the address of where it came from and where it is going. This enables chunks of data from many different sources to co-mingle on the same lines, and be sorted and directed to different routes by special machines along the way. This way many people can use the same lines at the same time.
Password	A code used to gain access to a locked system. Good passwords contain letters and non-letters and are not simple combinations such as "virtue". A good password might be: Hot$l-6
Port	Three meanings. First and most generally, a place where information goes into or out of a computer, or both. E.g. the "serial port" on a personal computer is where a modem would be connected. On the Internet "port" often refers to a number that is part of a URL, appearing after a colon (:) right after the domain name. Every service on an Internet server "listens" on a particular port number on that server. Most services have standard port number, e.g. Web servers normally listen on port 80. Services can also listen on non-standard ports, in which case the port number must be specified in a URL when accessing the server, so you might see a URL of the form: gopher://peg.cwis.uci.edu:7000/, which shows a gopher server running on a non-standard port (the standard gopher port is 70). Finally, "port" also refers to translating a piece of software to bring it from one type of computer system to another, e.g. to translate a Windows program so that it will run on a Macintosh.
PPP	Point to Point Protocol is well known as a protocol that allows a computer to use a regular telephone line and a modem to make a TCP/IP connection and thus be really and truly on the Internet. PPP is gradually replacing SLIP for this purpose.
RFC	Request For Comments. The name of the result and the process for creating a standard on the Internet. New standards are proposed and published on line as a "Request For Comments".

TERM	DEFINITION
Router	A special purpose computer, or software package which handles the connection between two or more networks. Routers spend their time looking at the destination addresses of the packets passing through them and deciding on which route to send them.
SMDS	Switched Multimegabit Data Service. A new standard for very high-speed data transfer.
Server (see Client)	A computer, or a software package, that provides a specific kind of service to client software running on other computers. The term can refer to a particular piece of software, such as a WWW server, or to the machine on which the software is running, e.g. "Our mail server is down today, that's why e-mail isn't getting out." A single server machine could have several different server software packages running on it, thus providing many different services to clients on the network.
SLIP	Serial Line Internet Protocol. A standard for using a regular telephone line (a "serial line") and a modem to connect a computer as a real Internet site. SLIP is gradually being replaced by PPP.
T-1	A leased-line connection capable of carrying data at 1,544,000 bits-per-second. At maximum theoretical capacity, a T-1 line could move a megabyte in less than ten seconds. That is still not fast enough for full-screen, full-motion video, for which you need at least 10,000,000 bits-per-second. T-1 is the fastest speed commonly used to connect networks to the Internet.
T-3	A leased-line connection capable of carrying data at 45,000,000 bits-per-second. This is more than enough to do full-screen, full-motion video.
TCP/IP	Transmission Control Protocol/Internet Protocol. This is the suite of protocols that defines the Internet. Originally designed for the UNIX operating system, TCP/IP software is now available for every major computer operating system. To be truly on the Internet, your computer must have TCP/IP software.

TERM	DEFINITION
Telnet	The command and program used to login from one Internet site to another. The telnet command/program gets you to the "login:" prompt of another host.
Terminal	A device which allows you to send commands to a computer somewhere else. At a minimum, this usually means a keyboard, and a display screen, and some simple circuitry. Usually you will use terminal software in a personal computer- the software pretends to be ("emulates") a physical terminal and allows you to type commands to a computer somewhere else.
Terminal Server	A special purpose computer that has places to plug in many modems on one side, and a connection to a LAN or host machine on the other side. Thus the terminal server does the work of answering the calls and passes the connections on to the appropriate node. Most terminal servers can provide PPP or SLIP services if connected to the Internet.
UNIX	A computer operating system (the basic software running on a computer, underneath applications like word processors and spreadsheets). UNIX is designed to be used by many people at the same time (it is "multi-user") and has TCP/IP built-in. It is the most common operating system for servers on the Internet.
URL	Uniform Resource Locator is the address of a resource that is part of the World Wide Web (WWW). A URL looks like this: http://www.matisse.net/seminars.html
Usenet	A world-wide system of discussion groups with comments passed among hundreds of thousands of machines. Not all Usenet machines are on the Internet. Usenet is completely decentralized, with over 10,000 discussion areas, called newsgroups.
Veronica	Very Easy Rodent Oriented Net-wide Index to Computerized Archives. Developed at the University of Nevada, Veronica is a constantly updated database of the names of almost every menu item on thousands of gopher servers. The Veronica database can be searched from most major gopher menus.

TERM	DEFINITION
WAIS	Wide Area Information Servers. A commercial software package that allows the indexing of huge quantities of information, and then making those indices searchable across networks such as the Internet . A prominent feature of WAIS is that the search results are ranked ("scored") according to how relevant the "hits" are, and that subsequent searches can find "more stuff like that last batch" and thus refine the search process.
WAN	Wide Area Network is any Internet or network that covers an area larger than a single building or campus.
WWW (World Wide Web)	Two meanings - first, loosely used: the whole constellation of resources that can be accessed using Gopher, FTP, HTTP, telnet, Usenet, WAIS and some other tools. Second, the universe of hypertext servers (HTTP servers) which are the servers that allow text, graphics, sound files, etc. to be mixed together.

Appendix

B

Search Vehicle URLs

LIST OF SEARCH TOOLS AND URLs

SEARCH ENGINES

AltaVista	http://www.altavista.digital.com
Excite	http://www.excite.com
HotBot	http://www.hotbot.com
InfoSeek	http://www.infoseek.com
Lycos	http://www.lycos.com
Open Text	http://index.opentext.net
WebCrawler	http://www.webcrawler.com

SUBJECT INDEXES

Essential Links	http://www.el.com
Magellan	http://www.mckinley.com
Yahoo	http://www.yahoo.com

META-SEARCH ENGINES

Dogpile	http://www.dogpile.com
MetaCrawler	http://www.metacrawler.com
SavvySearch	http://guaraldi.cs.colostate.edu:2000/form
Starting Point	http://www.stpt.com

ON-LINE LIBRARIES

Library of Congress	http://lcweb.loc.gov
The New York Public Library	http://www.nypl.org

INTERNET LIBRARIES

Internet Public Library	http://www.ipl.org
The Virtual Library	http://thorplus.lib.purdue.edu/vlibrary/index.html
WWW Virtual Library	http://vlib.stanford.edu/Overview.html

Appendix

C

Web Resources

There are many resources available on the Internet. The following is just a brief list of Internet-related information.

World News

http://www.reuters.com/
http://www.washingtonpost.com/
http://www.usatoday.com/
http://www.nytimes.com/
http://www.cnn.com/
http://www.rcs.it/
http://www.cnn.com/
http://www.totalnews.com/

LAW

General Law

http://www.law.cornell.edu/
http://www-law.lib.uchicago.edu/lib/intl.html
http://www.law.indiana.edu/
http://www.use.edu/dept/law-lib/index.html
http://lawlib.wuacc.edu/forint/forintmain.html

Foreign and International Legal Material

http://www.tufts.edu/fletcher/multilaterals.html
http://www.econ.uni-hamburg.de/law/
http://www.cis.yhale.edu/dianaweb/sites.htm
http://www.law.uc.edu/Diana/
http://www.usdoj.gov/ins/index.html
http://www.us-immigration.com/
http://www.ilw.com/
http://www.aan.net
http://travel.state.gov/visa_services.html

Treaties

http://www.tufts.edu/fletcher/multilaterals.html
http://www.umn.edu/humanrts/

TRAVEL

http://www.delta-air.com/
http://www.fly.virgin.com/
http://www.british-airways.com/